

POSITION DESCRIPTION *(Please Read Instructions on the Back)*


2. Reason for Submission <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>Explanation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	1. Agency Position No. 13254
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No. 11AF	
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
13. Competitive Level Code 11AF		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Student Trainee (Contracting & Procurement)	GS	1199	11		
e. Recommended by Supervisor or Initiating Office	Student Trainee (Contracting & Procurement)	GS	1199	11		


16. Organizational Title of Position <i>(if different from official title)</i>	17. Name of Employee <i>(if vacant, specify)</i>
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18. Department, Agency, or Establishment Department of the Army	c. Third Subdivision Project Support Group
a. First Subdivision ASA (ALT)	d. Fourth Subdivision Contracts Directorate
b. Second Subdivision PEO STRI	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee <i>(optional)</i>
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	

a. Typed Name and Title of Immediate Supervisor KIM D. DENVER, Director of Contracts	b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>
Signature  Date 18 Nov 04	Signature Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position Bus & Ind Student Trainee Series, Hdbk of OCC Groups & Families, Jan 99
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Typed Name and Title of Official Taking Action KIM D. DENVER, Director of Contracts	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature  Date 18 Nov 04	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks BUS: 7777 Student Career Experience Program (SCEP) Position Position is at full performance level.
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25. Description of Major Duties and Responsibilities *(See Attached)*

Previous Edition Usable

DF 8 (Rev. 1-85)
 U.S. Office of Personnel Management
 FPM Chapter 295 USAPPC V1.00

Position Description

STUDENT TRAINEE (CONTRACTING AND PROCUREMENT)

GS-1199-11

Duties

This is a student trainee position in the Student Career Experience Program (SCEP). The position receives both on-the-job and formal classroom education and assignments for the purpose of developing the skills and knowledge necessary to perform the full range of assignments in the Contracting Division.

MAJOR DUTIES

Serves as a Contract Specialist responsible for the full range of contract functions encompassed in issuing solicitations, evaluating bids/proposals, contract negotiations, award and administration of contracts for supplies, construction and services. Accomplishes procurements through sealed bidding or negotiated procedures which are governed by specific laws, regulations, and directives. Contracts may be of many types, appropriate to the nature of the requirements, such as fixed price, cost reimbursement, time and materials and various indefinite delivery types.

1. Pre-Award Functions. 50%

Provides guidance to technical personnel involved in the development of the statement of work or data requirements. Formulates the contracting approach to be taken that will best satisfy the requirement.

In sealed bid procurements, ensures that the bid schedule is properly structured, prepared the solicitations, determines sources to be solicited, conducts pre-bid conferences, processes protests, determines the responsiveness of bids and determines the responsibility of the apparent low bidder based on an analysis of financial and technical information gained during the pre-award survey. Awards or recommends award of the contract.

In negotiated procurements, the employee plans the procurement action with technical, legal and contract pricing personnel. Provides guidance in the development of the statement of work, determines the type of contract best suited to the requirement, develops special provisions and terms and conditions applicable to the solicitation. Determines sources to be solicited, prepares applicable determinations and findings, conducts pre-proposal conferences, receives and evaluates proposals in conjunction with technical personnel. Performs cost-price analysis of proposals and determines the competitive range for negotiations with more than one offeror. Prepares award documents and makes presentation to a review board or source selection authority when appropriate. Responds to inquiries, including formal protests and congressional inquiries.

2. Post-Award Functions. 50%

Performs post-award functions to include monitoring contractor performance, negotiating task orders, extensions of delivery schedules, price adjustments, modifications to the contract and contract closeout.

Recommends to the contracting officer the issuance of cure/show cause notices when appropriate. Participates in post-award conferences when necessary.

Requests determination of overhead rates from auditors for cost and fixed price contracts as required. Negotiates with contractors for consideration. Uses the reports, advice and assistance from legal office, price/cost analysts and property administrators in making determinations and recommendations to the contracting officer.

Primary action officer for tasks related to assigned contracts and concerns involving claims, mistakes in bids, disputes, defaults, terminations, water determinations issues, labor compliance, contract financing, bankruptcy, priorities and allocations of material, bonding problems, EEO contract issues, small business concerns, suspension or debarment of contractors, government property, settlements, change orders, etc.

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION, FL 1-7—1250 pts

Knowledge of contracting principles, laws, regulations and procedures applicable to pre-award and/or post-award actions applicable to a wide variety of contracts using the full range of fixed price, cost or combinations of contract types that include long range contracts (2 to 5 years). Knowledge of and skill in the use of negotiation techniques to negotiate price, terms and conditions of contracts. Knowledge of a variety of fixed price and cost contracts, use of special provisions and incentives, and unique regulatory requirements pertinent to diverse procurements, e.g. construction, information technology, research and development, complex equipment, and/or services, including environmental and architect engineer services. Knowledge of price/cost analysis procedures to obtain the best terms for the Government. Knowledge of contract administration sufficient to monitor a group of contracts independently to include both fixed price and cost type complex contracts.

FACTOR 2, SUPERVISORY CONTROLS, FL 2-3—275 PTS

The division chief provides technical and administrative supervision of a general nature. The team leader is available to provide day to day technical review of work. The employee performs the full range of contract work which includes selecting the approaches and techniques to be used, conducts negotiations, informs the team leader of progress and significant problems, presenting analysis and recommended solutions. The employee uses judgment in selecting methods and techniques to resolve problems encountered such as locating sufficient sources of competition, resolving conflicts, etc. The employee has considerable latitude in dealing with problems arising during the pre-award or post-award phases of the procurement action. Review of completed work is primarily for results achieved to assure appropriate factors have been considered and analysis is sound. Methods used to reach decisions are normally accepted without question.

FACTOR 3, GUIDELINES, FL 3-3—275 PTS

Policies and precedents are available but stated in general terms or are of limited use. Extensive searches of a wide range of regulations and policy circulars are frequently required. The employee uses judgment

and initiative in applying principles and underlying guidelines in deviating from traditional techniques or in researching trends and patterns to develop new approaches, criteria or proposed policies.

FACTOR 4, COMPLEXITY, FL 4-4—225 PTS

Assignments involve the full range of contracting functions for a significant contract effort (contracts to support the civil works, military construction, installation support and environmental requirements for Corps of Engineers). A variety of fixed price and cost reimbursement contracts are used and include complexities such as extended time frames (five years), phased procurements requiring options, funding arrangements, extensive subcontracting, changes to accommodate changes in mission requirements, defective specifications, or similar problems. Decisions are based upon analyses of alternatives. For example, pre-award analyses include evaluating data received from various firms, determining the responsibility of the contractor to perform considering financial and other resources, preparing various justifications involving sole source or source selection, or similar analyses. In the post-award area, the employee makes decisions or recommendations concerning such problems as labor standard violations, expediting delivery, issuing change orders, issuing show cause and cure notices, exercising contract options, making progress payments and processing contractor claims.

FACTOR 5, SCOPE AND EFFECT, FL 5-3—150 PTS

The purpose of the work is to perform the full range of control functions for a variety of mid-range dollar value to high dollar contracts. Incumbent furnishes advisory, planning or reviewing services on specific requirements and problems encountered in the acquisition process. The work affects procurement activities such as accomplishment of technical program goals or the economic position of contractors in their respective geographic areas.

FACTOR 6, PERSONAL CONTACTS, FL 6-3—60 PTS

Contacts are in moderately unstructured settings with high ranking officials within as well as outside the agency, such as senior corporate officials, managers or technical representatives in private industry, attorneys, requiring officials, subject matter specialists, etc. The interest and roles of respective parties are often not well defined with authorities being developed during the negotiation or discussion.

FACTOR 7, PURPOSE OF CONTACTS, FL 7-3—120 PTS

The purpose of contacts with external groups is to conduct conferences, obtain information necessary for pre-award evaluations, monitor contract performance, conduct fact finding, negotiate contracts and modifications, and to resolve numerous problems arising during contract administration. Contacts with internal groups are to advise on developing specifications and evaluation criteria for contract actions, to evaluate proposals, and to prepare pre-negotiation positions. The employee must be skillful in dealing with personnel with highly divergent points of view and must be persuasive in the pre-award and/or post-award phases of the contract cycle.

FACTOR 8, PHYSICAL DEMANDS, 8-1—5 PTS

The work is primarily sedentary; however, walking, standing, bending, carrying light items such as reports or files, and driving an automobile are required. The incumbent must have the physical ability to conduct visits to contractor facilities and/or work sites. Common physical characteristics and abilities such as above average resistance to fatigue are required occasionally in the conduct of negotiations or during times of unusually high workload fluctuations.

FACTOR 9, WORK ENVIRONMENT, FL 9-1—5 PTS

Work is performed in an office setting.

TOTAL POINTS: 2365 PTS